

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – APRIL 9, 2014
HANOVER TOWNSHIP MUNICIPAL BUILDING
12:00 PM**

Meeting of Fund Commissioners called to order by Secretary Close. Open Public Meeting Notice read into records. Secretary Close led Commissioners in the Pledge of Allegiance.

ROLL CALL OF EXECUTIVE COMMITTEE:

Jonathan Rheinhardt	Borough of Wharton	Absent
William Close, Secretary	Town of Sparta	Present
Robert Kalafut	Borough of Madison	Present
Ralph Blakeslee	Borough of Netcong	Present
Michael Guarino	Township of Denville	Present
Greg Poff	Rockaway Township	Absent
Brian McNeilly	Borough of Stanhope	Present

ROLL CALL OF FUND COMMISSIONERS:

Vita Thompson	Township of Andover	Absent
John Dunleavy	Borough of Bloomingdale	Present
Terry McCue	Town of Boonton	Present
Barbara Shepard	Township of Boonton	Absent
James Lampmann	Borough of Butler	Present
Thomas Ciccarone	Township of Chatham	Absent
Robert Falzarano	Borough of Chatham	Absent
Valerie Egan	Borough of Chester	Absent
Kelley Toohey	Dover Town	Absent
Joseph Tempesta	Township of East Hanover	Present
Francine Paserchia	Borough of Essex Fells	Absent
William Huyler	Borough of Florham Park	Absent
David Boynton	Township of Frelinghuysen	Absent
Kelli Schanz	Township of Hanover	Present
Eric Maurer	Borough of Hawthorne	Present
Robert Elia	Borough of Hopatcong	Present
Daniel O'Dougherty	Borough of Kinnelon	Present
Perry Mayers	Borough of Lincoln Park	Absent
Neil Henry	Township of Long Hill	Absent
Ellen Sandman	Borough of Mendham	Absent
Tim Day	Township of Mendham	Present
Tim Gordon	Township of Millburn	Present
Victor Canning	Township of Montville	Absent
Scott Thompson	Borough of Morris Plains	Present
Carolyn Rinaldi	Borough of Mount Arlington	Absent
Frank Wilpert	Township of Mount Olive	Present
Robert Tovo	Borough of Mountain Lakes	Absent
Mel Levine	Borough of North Caldwell	Present

David Hollberg	Township of Pequannock	Present
Darren Maloney	Township of Randolph	Present
Scott Heck	Borough of Ringwood	Absent
Sheila Seifert	Borough of Rockaway	Absent
Terri Lyons	Township of Washington	Present
Adam Brewer	Township of West Caldwell	Present
Cathy Shanahan	Township of West Milford	Present

2014 FUND COMMISSIONER ALTERNATES:

Maryann Frodella	Township of Andover	Absent
Sherry Gallagher	Borough of Bloomingdale	Absent
Cynthia Oravits	Town of Boonton	Absent
James Kozimor	Borough of Butler	Absent
Deborah King	Township of Chatham	Absent
Michael Mariniello	Borough of Chatham	Absent
Steven Ward	Township of Denville	Absent
Marge Verga	Dover Town	Absent
Kenneth Huelbig	East Hanover Township	Absent
Patricia Visco	Borough of Florham Park	Absent
Joseph Giorgio	Township of Hanover	Absent
Jennifer Scully	Borough of Hawthorne	Absent
Donna Mollineaux	Borough of Kinnelon	Absent
James Burnet	Borough of Madison	Absent
Alex McDonald	Township of Millburn	Absent
June Uhrin	Borough of Morris Plains	Absent
June Hercek	Borough of Montville	Present
Michelle Reilly	Borough of Mountain Lakes	Absent
Andrew Cangiano	Borough of Mt. Arlington	Absent
Sean Canning	Township of Mount Olive	Present
John Doherty	Borough of Rockaway	Absent
Joseph Fiorella	Township of Rockaway	Absent
Pat Seger	Township of Rockaway	Absent
Michele Landtau	Township of Sparta	Present
Dana Mooney	Borough of Stanhope	Absent
Andrew Coppola	Township of Washington	Absent
David Young	Borough of Wharton	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services
James J. Kickham

Attorney/Litigation Management

Dorsey & Semrau, Esq
Fred Semrau, Esq

Underwriting Manager

Conner Strong & Buckelew
Cathy Dodd

Safety Director

J.A. Montgomery Risk Control
David McHale
John Zengel

Treasurer

Grace Brennan

Liability Claims Service

D&H Alternative Risk Solutions, Inc.
Paul Messerschmidt

Workers Compensation
Claim Service

Qual-Lynx
Robert Fox

Managed Care

FMCO
Thea Isabella
Anchulee Carranza

Auditor

Nisivoccia LLP

ALSO PRESENT:

Karen Waters, IMAC Insurance Agency, LLC
Eric Craner, Marsh USA, Inc.
John Whitley, Skylands Risk Management
Steve Reichman, ADP Statewide
Dave Vozza, the Vozza Agency
Jeff Pasek, Esq.
Cate Kiernan, PERMA
Jaine Testa, PERMA

APPROVAL OF MINUTES -

March 12, 2014 Open & Closed minutes:

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MARCH 12, 2014

Motion:

Commissioner Levine

Second:

Commissioner Day

Vote:

19 Ayes, 0 Nays, 4 Abstains
(Commissioners Maurer, Gordon, Hollberg
and Shanahan)

CORRESPONDENCE – None

MONTHLY COMMITTEE REPORTS:

Committee Reports:

Membership Committee, Greg Poff, Chair, Rockaway Township– No report.

Finance Committee, Robert Kalafut, Chair, Madison Borough – No report.

Coverage Committee, Michael Guarino, Chair, Denville Township- No report

Safety Committee, Frank Wilpert, Chair, Mt. Olive Twp. – No report

Safety Task Force Committee, Chief Scott Thompson, Chair, Borough of Morris Plains. Committee Chairman Thompson said five member police agencies have been offered to participate in the Police Accreditation program for 2014/2015: Lincoln Park, Chester Borough, Pequannock Township, Boonton Town and Long Hill Township. Hopatcong and Sparta have requested consideration to participate in the next program starting in 2015.

Contract Review Committee -- Ralph Blakeslee, Chair, Borough of Netcong – No report

Legal Review Committee, William Close, Chair, Sparta— No report

Claims Committee, William Close, Chair, Sparta – Committee met on April 7, 2014 and recommended payment authority approval for 11 Workers' Compensation claims totaling \$589,204.59 , 2 Property claims totaling \$16,551.82 and 2 Liability Claims totaling Payment Authority Requests of \$91,672.00

EXECUTIVE DIRECTOR/ADMINISTRATOR:

Monthly report submitted to Fund Commissioners, including monthly fast-track, accident frequency, fast-track financial report, claim activity report, interest rate summary comparison, monthly loss ratio by fund year and line of coverage, public officials/employment practices compliance, deductibles & co-insurance levels and regulatory checklist.

Executive Director noted in the Financial Fast Track report for February that the difficult winter accounted for a higher claim volume and a decrease in statutory surplus to \$119,000 for the month.

He further noted the value of the lost days reports in illustrating actual paid lost days and said the report ratio is a tool that members can use to compare their town to other member towns of similar size. Also, the managed care provider has been asked to visit member towns that do not accept workers' back on modified duty.

In addition, Executive Director noted that discussions have started with XL insurance for the 2015 renewal of the POL/EPL program and that alternate markets are being pursued as well. In 2011, XL Insurance provided this coverage for the MEL member JIFS based on the

expiring assessments. At the time, the MEL actuary was recommending a significant increase in pricing. XL insurance is starting to see an increase in the funds' experience.

Elected Officials Seminars: To supplement live presentations of this year's Elected Officials seminar, the MEL placed an on-line version on NJMEL.ORG. To date, almost 200 MEL member officials have already used this option. The deadline is May 1st. The most recent class in Hanover on April 3rd was attended by seventeen elected officials.

Employment Practices Program: There are a number of areas members must address to maintain Program Compliance. Members were again encouraged to visit the MEL webpage for complete details – www.njmel.org and work with their municipal attorney to complete the Attorney Certification form by the deadline of May 1, 2014. XL Insurance had indicated any checklists received throughout the month of May will be considered to have met the deadline. Personnel Manuals - Members were encouraged to visit the MEL webpage – njmel.org – to view the models of the necessary components needed for compliance as well as updates to the personnel manual. Chiefs in all but six member towns have either attended or registered to attend the Police Training. We are in the process of following up with these members whose Police Chief has not completed training. There is an additional police training class scheduled in Bergen County at the end of April.

2014 MEL & MR HIF Educational Seminar: The 4th annual seminar is scheduled for Friday, April 11th, beginning at 9:00 AM at the Crowne Plaza, 390 Forsgate Drive, Monroe, N.J. 08831, Turnpike Exit 8A. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents and Risk Managers. Up to five credits can be earned. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Enrollment form was distributed.

Search & Seizure Program: Information and registration form for a program geared towards law enforcement officers to review changing laws with respect to search and seizure was distributed to commissioners.

Financial Disclosure Form: A copy of a statement released from the Department of Community Affairs regarding the filing of the 2014 Financial Disclosure Form was distributed. The state is revising its on-line filing procedure again in 2014 and will be announcing an extension of its filing deadline. Local public entities can expect to receive email instructions on or about April 3rd. This year's filing procedure requires agencies to build a roster of their local government officers prior to filing. This process will help to identify the correct number of agencies that an officer needs to file for. The Executive Director's office will be creating a roster of commissioners and will notify all members of instructions prior to filing.

Executive Director's Report Made Part of Minutes.

TREASURER:

The following April 2014 bills list was included for approval on the consent motion as Resolution 12-14.

April 2014	
2014	\$889,865.20
Total	\$889,865.20

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF FEBRUARY 2014:

CLOSED	\$0.00
2010	\$51,164.39
2011	\$218,701.58
2012	\$17,565.13
2013	\$280,489.98
2014	\$120,241.97
TOTAL	\$688,163.05

Treasurer's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney reviewed the dismissal of a claim against Hawthorne. Attorney thanked Commissioner Maurer of Hawthorne for the borough's efforts in providing facts pertinent to the case which warranted pursuing the dismissal. He also thanked Jeff Pasek, Esq. of Dorsey and Semrau.

Attorney said that there will be an additional Managers and Supervisors training seminar at the end of the month in Sparta. A notice will be sent to membership when the date is confirmed. He advised any member that would like to have a seminar held in their town to contact him. Account Manager also said that there is a PowerPoint presentation that can be emailed for managers and supervisors that have already attended training to use to train other supervisors.

UNDERWRITING MANAGER:

CERTIFICATES OF INSURANCE: List of certificates was included in the agenda. 90 certificates we issued during March.

Certificates List made part of minutes

SAFETY DIRECTOR:

Safety Director reviewed reports in agenda and said there is a safety bulletin *Managing Special Events* as well as the seminar on *The Management of Special Events* that is scheduled for April 30th in Hanover. He also encouraged those to attend the educational seminar scheduled following the JIF meeting on patient lifting equipment presented by Stryker.

Safety Director’s Report Made Part of Minutes.

MANAGED CARE:

Managed care provider noted a 61% savings for the month of March.

Managed Care Provider’s Report Made Part of Minutes

MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: PERSONNEL- SAFETY & PROPERTY OF PUBLIC LITIGATION:

Motion: Commissioner Day
Second: Commissioner McNeilly
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Levine
Second: Commissioner Guarino
Vote: Unanimous

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED IN EXECUTIVE SESSION, EXECUTIVE DIRECTOR’S REPORT, APPROVE RESOLUTION 12-14 APPROVING THE APRIL BILLS LIST, TREASURER’S REPORTS, ATTORNEY’S REPORTS, UNDERWRITING MANAGER’S REPORTS - MONTHLY CERTIFICATES, SAFETY DIRECTOR’S REPORTS, AND MANAGED CARE PROVIDER’S REPORTS

Moved: Commissioner Blakeslee
Second: Commissioner Wilpert
Vote: Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

MOTION TO ADJOURN:

Moved:	Commissioner Maurer
Second:	Commissioner Day
Vote:	Unanimous

Meeting Adjourned: 12:20 PM

Jaine Testa, Assisting Secretary

For

William Close, Secretary

Date prepared: May 5, 2014

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 12-14

APRIL 2014

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Morris County Municipal Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund

FUND YEAR 2013

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000134			
000134	THE RODGERS GROUP, LLC	SPECIALIZED SERVICES - 4/2014 - 6TH INST	14,166.66
			14,166.66
		Total Payments FY 2013	14,166.66

FUND YEAR 2014

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000121			
000121	APEX INSURANCE SERV c/o XL INS	TECH ERRORS & OMISSIONS - 2ND 2014	14,700.00
000121	APEX INSURANCE SERV c/o XL INS	POL/EPL 2ND 2014	771,325.00
000121	APEX INSURANCE SERV c/o XL INS	VOLUNT EMERG SERV DIR & OFFCR 2ND 2014	5,758.00
			791,783.00
000122			
000122	FRED SEMRAU ESQ.	LITIGATION MANAGEMENT - 04/2014	15,518.91
			15,518.91
000123			
000123	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 04/2014	16,319.89
			16,319.89
000124			
000124	D & H ALTERNATIVE RISK	CLAIMS ADMIN - 04/2014	18,308.01
			18,308.01
000125			
000125	PERMA	POSTAGE FEE 03/2014	94.18
000125	PERMA	EXECUTIVE DIRECTOR FEE 04/2014	21,143.32
			21,237.50
000126			
000126	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 04/2014	3,131.00
			3,131.00
000127			
000127	FRED SEMRAU, ESQUIRE	ATTORNEY FEE 04/2014	2,210.85
			2,210.85
000128			
000128	GRACE BRENNAN	TREASURER FEE 04/2014	1,945.55
			1,945.55

000129			
000129	THE RODGERS GROUP, LLC	POLICE ACCREDITATION MAINT 1ST QTR 2014	3,000.00
			3,000.00
000130			
000130	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGERS FEE 04/2014	906.00
			906.00
000131			
000131	ALLSTATE INFORMATION MANAGEMNT	DEPT: 417 - ACT & STOR 02/28/2014	51.98
			51.98
000132			
000132	VITALE'S DELI	MEETING - 03/12/2014	607.37
000132	VITALE'S DELI	MEETING - 02/12/2014	603.52
			1,210.89
000133			
000133	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTING 3/14	75.00
			75.00
		Total Payments FY 2014	875,698.58

TOTAL PAYMENTS ALL FUND YEARS \$ 889,865.20